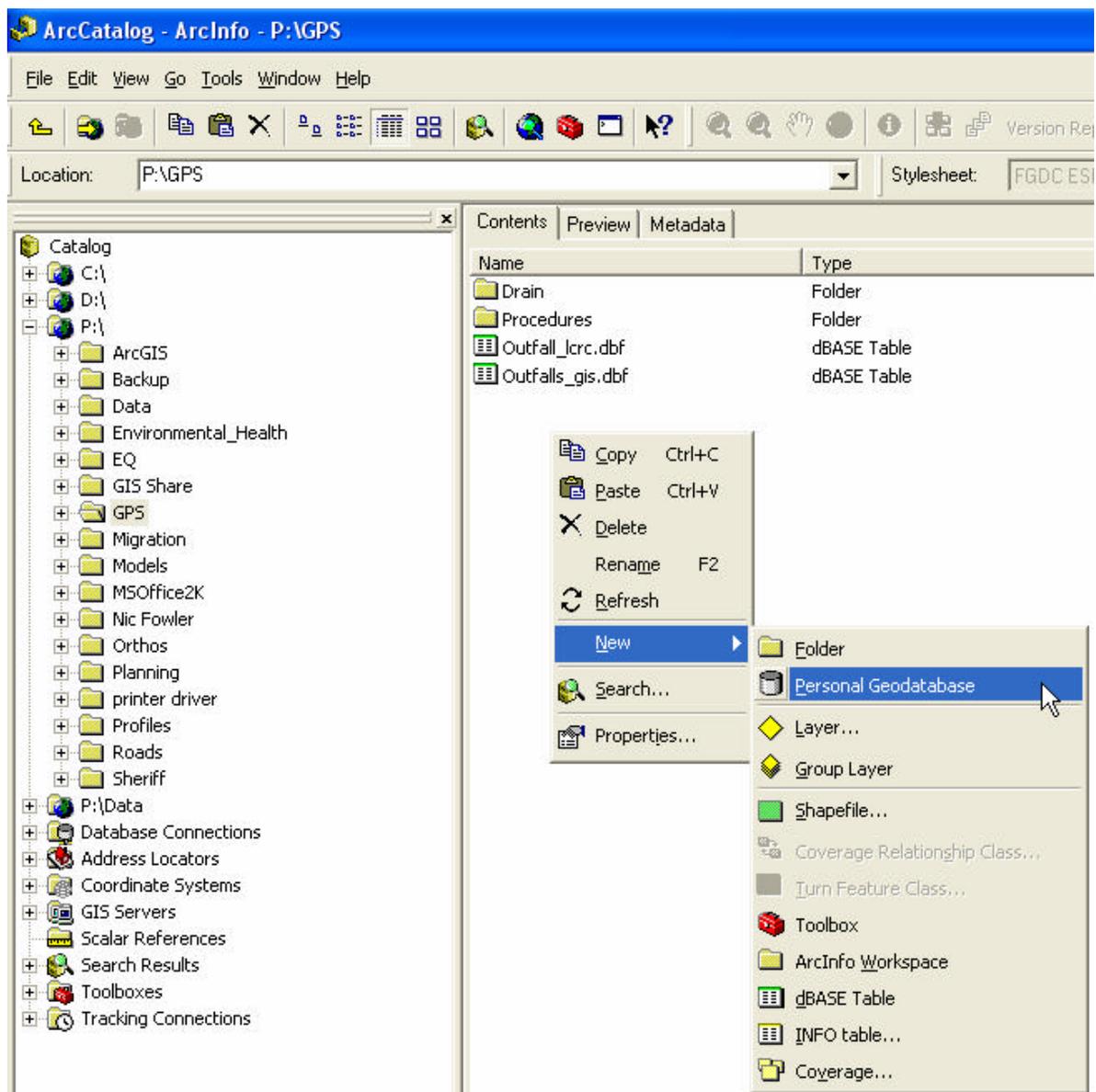


How to Create a New Personal Geodatabase

Updated: January 12, 2007
Software: ArcCatalog 9.1

Create a Personal Geodatabase

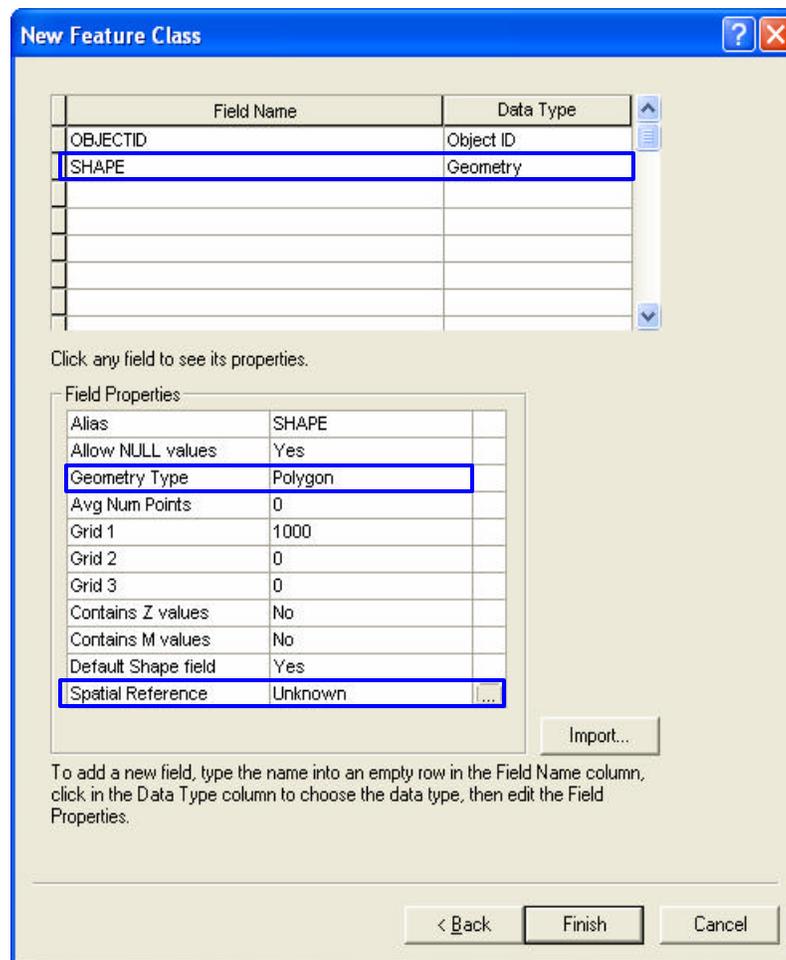
1. Open ArcCatalog
2. Navigate to the folder that will store your new data layer
3. Right-click in the window on the left side
 - a. Select **New**
 - b. Select **Personal Geodatabase** as the type of data layer you want to create



4. A new database icon called New Personal Geodatabase appears
 - a. Rename the database by typing a new name immediately or click the database name once, hesitate, click the name again, and type a new name.

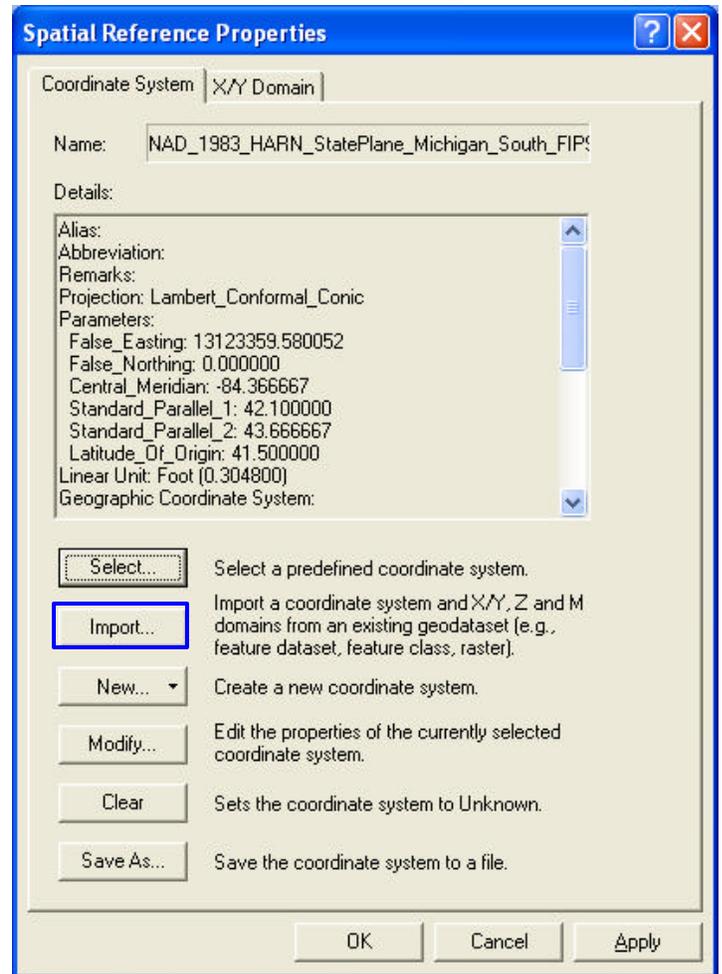
Add Feature Class to the Database

1. Right-click the geodatabase name
2. Select **New → Feature Class** or Feature Dataset
 - a. Enter a Name for the new Feature Class
 - b. Ensure the first button is selected in the Type area
 - i. Click **Next**
 - c. Use Default for Configuration Keyword
 - i. Click **Next**
 - d. Click **SHAPE** to populate the Field Properties area



- i. Click **POLYGON** next to Geometry Type to open a drop-down menu. Then select the type of feature (Point, Line, Polygon) this feature class will store.
- ii. Click the **...** button next to Spatial Reference to open the Spatial Reference Properties dialog box

- iii. In the Spatial Reference Properties, click **Import**
- iv. If necessary, navigate to a folder that contains existing data layers (shapefiles, feature classes, feature datasets)
- v. Select any layer
- vi. Click **Add**
- vii. The details of the coordinate system are displayed in the Spatial Reference Properties window
- viii. Click **OK** to exit the Spatial Reference window
- ix. In the New Feature Class window, enter additional field names and the type of data each field will store



- e. Click **Finish** in the Create Feature Class dialog window to create the empty data layer
- f. Features are added to the layer using the Editor tools in ArcMap
- g. Attributes can be added in ArcCatalog or ArcMap; Remember to indicate the type of field you are adding (text, integer, date, etc)